

JOB INTERVIEW

This event recognizes PBL members who demonstrate proficiency in applying for employment in business.

COMPETENCIES

Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance.

Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.

This event consists of four (4) parts:

Letter of Application and Resume

The letter of application and resume must be composed prior to the State Leadership Conference and submitted no later than the designated deadline.

Job Application Form

Participants will be given thirty (30) minutes to complete a job application form at the State Leadership Conference.

Writing Exercise

Participants will compose a handwritten exercise (in ink) not to exceed one (1) page. The exercise may include a typical business memo, letter, or other business correspondence.

Interviews

Participants will be scheduled for at least one simulated job interview.

ELIGIBILITY

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record as having paid dues by **March 1** of the current school year.

REGULATIONS

1. An entry form must be mailed to the state office postmarked no later than the designated deadline.
2. With the entry form, the participant must submit, three (3) copies of the following items:
 - a. A one-page letter of application (original or copy) from the participant addressed to:
Dr. Terry E. Johnson, Director
Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041
 - b. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.

REGULATIONS (continued)

3. All copies of the above materials must be submitted in single, standard file folders. (Submit three (3) folders with sets of the letter of application and resume.) The tabs of the folders must be labeled with participant's name, chapter, and event title. Include participant's name on all pages submitted. The materials must be mailed to the state office with the official event entry forms.
4. No other materials may be submitted to the judges.
5. Participants failing to submit materials by the stated deadline will be **DISQUALIFIED**.
6. A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines from the submission of proper materials.
7. Participants must not have entered this event at a previous State Leadership Conference.
8. Participants failing to report on time for the event may be **DISQUALIFIED**.
9. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.
10. Participants must adhere to the dress code established by the Board of Directors or penalty points will be deducted on the performance rating sheet.
11. The letters of application and resumes must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.

PROCEDURES

This event consists of four (4) parts: submission of a letter of application with a resume, completion of a job application form, composition of a writing exercise, and participation in a simulated interview.

Letter of Application and Resume

- ↳ A letter of application and resume must be submitted. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

Application/Writing Exercise

- ↳ Each participant must complete a job application form and a writing exercise at the State Leadership Conference. The participant may bring an additional copy of his/her resume and a one-page sheet of references to assist in completion of the job application form. No other reference materials may be used.
- ↳ Participants must furnish their own pens and pencils.
- ↳ One hour will be allowed for this portion of the event: thirty (30) minutes for the application form and thirty (30) minutes for the writing exercise.

PROCEDURES (continued)**Initial Interviews**

- ↳ If there are more than eight participants, they will be divided into preliminary groups for competition and will draw for interview times. If there are fewer than eight participants, there will be only one interview.
- ↳ Participants will be scheduled for a ten-minute (10) initial interview. The interview will be conducted by professionals from business.

Final Interviews (If necessary)

- ↳ A minimum of six (6) participants—three from each group—will be selected for the final interview.
- ↳ Participants will draw for times for their final ten-minute (10) interview.
- ↳ All other procedures as outlined for the preliminary interviews will be followed for the final interview.

JUDGING

Participants will be judged by a panel of judges serving as personnel professionals. All decisions of the judges are final.

AWARDS

A plaque is presented to the first place winner. Certificates are given to winners of second through fifth places.

PARTICIPATION AT NATIONAL

The first and second place individual in this event are eligible to represent the state at the National Leadership Conference. Please refer to the National PBL Chapter Handbook for guidance.

RATING SHEET – MISSOURI PBL



Rank _____

Name/School _____

Job Interview

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|---|------------------|----------------------------|--------------------|----------------------|---------------|
| Presentation | | | | | |
| Professional appearance | 0 | 1-5 | 6-10 | 11-15 | |
| Proper greeting, introduction, and closing | 0 | 1-5 | 6-10 | 11-15 | |
| Initiative and assertiveness | 0 | 1-5 | 6-10 | 11-15 | |
| Interview | | | | | |
| Demonstrates the ability to understand and respond to interview questions | 0 | 1-5 | 6-10 | 11-15 | |
| Communication skills | 0 | 1-7 | 8-14 | 15-20 | |
| Career knowledge and career plans | 0 | 1-5 | 6-10 | 11-15 | |
| Qualifications for the job | 0 | 1-5 | 6-10 | 11-15 | |
| Application Materials | | | | | |
| Effectiveness of writing exercise | 0 | 1-7 | 8-14 | 15-20 | |
| Effectiveness of application materials (e.g., resume, letter of application, and application form) | 0 | 1-5 | 6-10 | 11-15 | |
| Clear and precise presentation including correct grammar, punctuation, spelling, and use of an acceptable business format | 0 | 1-2 | 3-4 | 5 | |

Interview Points _____/150 max.

Penalty Points. Deduct up to ten (10) points for failure to fully follow the guidelines. _____

Dress Code Penalty Deduct five (5) points when dress code is not followed _____

Total Points _____/150 max.

Comments:

JOB INTERVIEW

| NAME OF SCHOOL | RANK BY JUDGE | RANK BY JUDGE | RANK BY JUDGE | TOTAL | FINAL RANK (Smaller Number Wins) |
|----------------|------------------|------------------|------------------|-------|-------------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

Example: ↓ ↓ ✓ Winner
 1 2 6 = 9 2
 } Tied for second place
 2 3 4 = 9 2

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.